

DEPUTY CHIEF OF POLICE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative positions, the primary responsibility of which is assisting the Chief of Police in managing all law enforcement and support activities of the department. An employee of this class may be required to perform the duties of the Chief of Police in the Chief's absence. Incumbents may be assigned either as executive officer in charge of patrol, investigations, and administrative services or may be assigned as head of support services, responsible for communications, records, jail, and community relations. As one of the chief officers of the department, employees of this class perform assigned duties with a high degree of independence, reporting directly to the Chief of Police, who reviews the work of this class. This class ranks directly below that of Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of an assigned group of divisions within the department. May be assigned to perform the duties of the Chief of Police in the Chief's absence. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed.

Insures that all department personnel policies conform to EEO regulations. Assists in developing personnel recruitment and selection programs. Interviews prospective employees and makes recommendations for hiring. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint.

Provides for the accounting for money and assets of assigned police department divisions. Gathers information for and assists in preparing the departmental operating budget. Authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget.

Makes decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions.

Serves as department representative to meetings of civic and professional groups to give reports, offer advice, or make recommendations. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Discusses their work performance with subordinates. Writes employee evaluation reports. Maintains discipline by conducting corrective interviews, recommending disciplinary action, and carrying out disciplinary action as directed by the appointing authority.

Manages the general care, maintenance, and use of all department equipment, vehicles, and property. Maintains an inventory of supplies and equipment, and oversees the disbursement of these. Recommends the purchase of needed equipment.

Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol, traffic control and accident investigation, criminal investigations, special operations, handling of juveniles, and administration of the jail.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Major immediately preceding closing date for application to the board.

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